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TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

I. Vital Records

1. Approved a revision in Vital Records Deposit Schedule for RID to add two items.
2. Presented Vital Records Workshop at National Archives as a part of the GSA sponsored Records Management Seminar.
3. Approved Vital Records Deposit Schedule for Office of Security.
4. Collaborated with Records officer of SAS/DDP to revise their Vital Records Schedule.
5. In collaboration with [redacted] and Chief Supply, [redacted] arranged for transfer of certain photographic kits from Records Center to Warehouse [redacted]
6. Development of a Vital Records Deposit Schedule for DDC&T offices is delayed until internal security problems can be resolved by [redacted]
7. Approved revision in Vital Records Deposit Schedule for War Plans Staff/DDP.
8. Approved revision in Vital Records Deposit Schedule for SR/OCR.

II. Forms Management

1. Completed 10 new and 20 revised forms.
2. Designed a new report form and revised 3 existing report forms for the Office of Security. This is the sixth report form in the Case Processing Reporting Series.
3. Eliminated a bootleg form used by Clearance Branch, OS by designing a form to be used by them to notify FBID of Clearance for their employees.

II. Forms Management (continued)

4. Designed 2 forms for Collection Guidance Staff, DD/I to record all actions to be taken on collection requirements in the Intelligence Community.
5. Designed for the Office of Finance a new form to be used as an input media for ADP to record activities and categories of agency programs.
6. Prepared for the Office of Personnel a "Report of Supervisory Ability and Executive Potential". This form requested by the Executive Director, Comptroller is a supplement to the basic Fitness Report, but will provide a standard controlled means of assessing and rating supervisory ability and executive potential of certain Agency supervisory personnel.
7. Also, in connection with the above form a revision was made to an existing form to incorporate instructions for the use of this new form.
8. Revised 3 forms for the Budget Office and 4 forms for the Office of Finance. These forms required changes in office designations and also the elimination of unnecessary items on the forms.
9. Approved proofs, paper samples and/or advance copies on 11 forms.
1. Revised a Code Sheet for Central Cover Staff to be used as an input to the computer.
2. Designed 2 forms for the Office of Personnel; these forms will accompany agency employment applications forms and personnel resume sheets. Both contain Medical and Personnel instructions. The Records Officers of Personnel and Medical were in on the design of these forms.
3. A new form was designed for Procurement Division, OL to be used in the presentation of procurement matters to the Procurement Evaluation Committee.

II. Forms Management (continued)

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Developed a new travel form to be used for students to file claim for travel by privately owned vehicles. Form will eliminate posting on Imprest Fund.

5. Estimated savings of \$500 per year will be realized by the newly designed form for the Space & Facilities Branch of OL. This 3 part form replaces a prior system of typing 3 separate cards and making separate hand entries on each card. Savings will be realized in reducing typing and clerical work.
6. Consultants Referral Log designed for Medical Staff is an accurate record of diagnostic referrals to consultant physicians. This new form will be used by the Psychiatric and Clinical Divisions.
7. Designed 10 new and 9 revised forms.

III. Records Disposition

1. Prepared comments on proposed revision of Federal Records Disposal Act for Office of General Counsel.
2. Approved revision of disposal instruction for item in GR/OCR Records Control Schedule.
3. Approved revision of disposal instructions for FBIS.
4. Approved revision in schedule item for Office of General Counsel.
5. Reviewed and approved new Records Control Schedules for two support elements of OSA/DESAT.
6. Worked with OBI in complete revision of their Records Control Schedule.
7. Reviewed and approved revised Records Control Schedules for three divisions, Office of Personnel.

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25X1 III. Records Disposition (cont'd.)

1. Reviewed and approved a portion of Records Control Schedules for OTR field station.

2. Reviewed and approved change in disposition instructions for retention of cables one year instead of three years; these will now be destroyed at headquarters instead of at Records Center.

25X1 IV. Survey of Forms & Related Procedures Medical Staff

1. Survey continues.

V. Records Management Survey, Budget Program Analysis and Manpower/Comptroller

1. Inventory of all records has been completed and verbal approval has been received from the respective Office, Staff and Division heads. 25X1

2. An overall review of the Records Control Schedule has been completed with

3. Installed 2 subject Numeric Files.

4. Arrangements were made for a person in the office of the Chief, O/EPAM to see a mail operation in the DD/S office.

5. Working on a revision of the Vital Records Deposit Schedule.

25X1 VI. Paper work Management Survey, Contact Div.

1. Survey continues.

VII. Filing Equipment and Supplies

1. Arranged for Office of Personnel to use excess filing equipment in lieu of new, costing \$16.

2. Approved a requisition for mechanized 3x5 card file equipment for Central Cover Division, DDP.

3. Four sections of shelving were obtained from surplus for Office of Finance; savings \$160.

4. Recommended approval of a request for a secure area for Historical Staff. This will save about \$3000 in filing equipment and about 50 square feet of floor space.

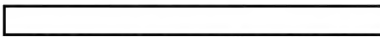
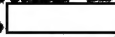
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VIII. Operation of
Archives and
Records Center



1. Received 905 cubic feet of records and eliminated 728 cubic feet; the net increase was 171 cubic feet.
2. Reference requests increased 17% over the previous month. The significant increase in volume included a large number of high priority items, such as:
 - a. 243 intelligence reports for Christian A. Herter Special Representative of President Johnson for Trade Negotiations.
 - b. 198 intelligence reports for ONI.
 - c. 98 intelligence reports for Army War College.
 - d. 392 documents for NPIC.
 - e. 49 archival documents for OCR for transfer to another agency.
3. A special delivery of urgently needed documents was made to OCI.
4. Filled a special request from the Historical Staff requiring the reproduction of the organizational portion of 27 old agency telephone directives.
5. Presented a three hour workshop on Records Center operations to eleven DUS&T employees.
6. Messrs. Sullivan and Moyer completed a semester training in Records Administration at American University.
7.  completed workshops in report writing and records management respectively at GSA.
1. I attended 2 meetings in Office of General Counsel with Messrs. Parrott,  Pforzheimer, and Edwards to decide on Agency material to be included in the new Presidential Library.

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IX. Kennedy Library

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X. Miscellaneous

1. [] completed a course in Records Administration - Creation at the American University.
2. [] attended a meeting of Federal Records Management Officers at H. E. W.

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Distribution:

Orig - DDS []
1 - RAO Personnel to review
1 - RAO Files (Rec. Mgt. 1-4-3)

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[]
Chief, Records Administration Staff

10 Feb 1964
Date

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DDS/RAO/[] las (10 Feb. 1964)

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